

RAF

2 DEC 1960

inter-divisional communication

Honorable Maurice H. Stans
Director
Bureau of the Budget
Washington 25, D.C.

Dear Mr. Stans:

In response to your request in Circular No. A-7, Revised, Transmittal Memorandum No. 15, 16 May 1960, it has been the policy of this Agency since June 1955 to encourage employees to use less than first-class accommodations for air travel wherever possible.

Upon the receipt of your memorandum we have again emphasized this policy by issuing a directive stating in similar language the contents of your memorandum.

During August - September 1960, there was a small increase of the percentage of Agency employees using less than first-class air accommodations. We are continuing our efforts to increase this percentage.

Sincerely,

LS/

L. K. White
Deputy Director
(Support)

Compt/FAS/FAG:psc (25 November 1960)
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